

Hello,

We are truly excited to be able to allow pharmacies access to the North Carolina Immunization Registry. The North Carolina Immunization Registry (NCIR) is a secure, web-based resource that can be used as a clinical tool and serves as the official immunization record so we place a high value on data integrity for information entered in the registry. The North Carolina Immunization Branch plans to provide training that will teach immunizing pharmacists how to perform essential functions in the NCIR by June 30, 2014.

Currently, we have about 1,300 individual doctor's office and health departments on the registry. There are nearly 2,000 pharmacies across the state that will be joining our registry in the next few months. As a result, we will be more than doubling our current number of users. Our information technology subject matter experts have provided us with a rollout schedule that we hope will allow our system to run smoothly. The current plan to begin the training process is a "train the trainer" approach. The corporate and independent chains will need to identify one or more trainers who will be responsible for training the individual pharmacists and users within their stores. These trainers must complete a few enrollment steps and attend a live demonstrative webinar that will authorize them to become a certified NCIR pharmacist trainer. The specific steps the trainers must complete to become certified are outlined in the attached document, "Certified NCIR Trainer." Prior to your identified trainers attending this live webinar, each chain and independent pharmacy must submit five important documents, which are included in this email and listed with a description below:

1. Pharmacy agreement – for the corporate chains, one person must sign this agreement for every store in the state. (Ex: CVS corporate signs for all CVS stores in NC.) The person signing this document must have responsibility over your immunizing pharmacists across the state. The independent pharmacies will receive the same agreement. This agreement must be signed by the lead immunizing pharmacist for each participating pharmacies.
2. Pharmacy NCIR Trainers Contact Information Sheet – List the names of the trainers to be certified to train others in your organization.
3. NCIR Pharmacy Trainer's agreement – describes the trainer's role and responsibilities as the trainer and must be completed and signed by each trainer listed on the Trainer Contact Information form.

4. North Carolina Immunization Registry Confidentiality Agreement - must be reviewed and signed by each trainer identified.
  
5. Rollout roster – details the number of stores each corporation or independent pharmacy group will be bring on at each phase. Please complete the contact information for the pharmacies allotted for each rollout period.

Once you have completed all of the attached forms (Pharmacy Agreement, Pharmacy Trainers Contact Information Sheet, NCIR Pharmacy Trainer Agreement, North Carolina Immunization Registry Confidentiality Agreement, and Rollout Roster. *(In addition, each individually designated NCIR Pharmacy Trainer must sign a NCIR Pharmacy Trainer's agreement and North Carolina Immunization Registry Confidentiality Agreement)*, please return these documents by email or fax to the appropriate account executive listed below:

<b>Independent (Mutual) Pharmacies, Carlie C's, Josef's, Mast, Drugs America and Health Care Center</b>	Account Executive: <b>Nikki Barbour</b> Fax: (919) 870-4823 Email: <a href="mailto:Nikki.Barbour@dhhs.nc.gov">Nikki.Barbour@dhhs.nc.gov</a> Phone: (919) 707-5595
<b>Independent (Non-Mutual) Pharmacies</b>	Account Executive: <b>Hope Watson</b> Fax: (919) 870-4823 Email: <a href="mailto:Hope.Watson@dhhs.nc.gov">Hope.Watson@dhhs.nc.gov</a> Phone: (919) 707-5557
<b>Costco, Farm Fresh (Supervalu), Food Lion, Ingles, Kerr Drug, Kmart, Kroger, Sam's Club, BI-LO and CVS Pharmacies.</b>	Account Executive: <b>Brittney Wooten</b> Fax: (919) 870-4823 Email: <a href="mailto:Brittney.Wooten@dhhs.nc.gov">Brittney.Wooten@dhhs.nc.gov</a> Phone: (919) 707-5116
<b>Rite-Aid and Harris Teeter Pharmacies</b>	Account Executive: <b>Kathryn Carney</b> Fax: (919) 707-4823 Email: <a href="mailto:Kathryn.Carney@dhhs.nc.gov">Kathryn.Carney@dhhs.nc.gov</a> Phone: (919) 707-5597
<b>Walgreens and Target Pharmacies</b>	Account Executive: <b>Nikita Spears</b>

	<p>Fax: (919) 870-4823</p> <p>Email: <a href="mailto:Nikita.Spears@dhhs.nc.gov">Nikita.Spears@dhhs.nc.gov</a></p> <p>Phone: (919) 707-5569</p>
--	--

If you do not see your store listed above, please contact **Nikita Spears** for additional information.

Once we receive these documents, the trainers listed on the Trainer Contact Information form, you will receive instructions to complete the process to become a certified NCIR trainer. Please see the attached document that provides more details about this process.